

EMPLOYMENT OPPORTUNITY
Metropolitan Public Defender's Office
Nashville, TN

POSTING DATE: February 26, 2015
APPLICATION DEADLINE: March 6, 2015
JOB TITLE: Legal Secretary 2
CLASS CODE: 07322
GRADE: SR08
SALARY: \$35,955.04 - \$46,740.28 annually

JOB DESCRIPTION: Performing advanced secretarial and administrative duties in direct support of Assistant Public Defenders, and maintaining client and office files and records in a manner consistent with policies and practices. The Public Defender's Office represents individuals accused of committing crimes in Davidson County who cannot afford to hire a lawyer.

Specific job responsibilities include:

- Opening, closing and maintaining case files (paper and electronic) consistent with Office practices and policies
- Preparing and maintaining weekly dockets for Criminal Court lawyers
- Preparing, proofreading, printing, mailing and/or filing legal pleadings and correspondence at the direction of supervising attorneys
- Preparing, proofreading, printing, mailing and/or filing legal pleadings and correspondence
- Transcribing various recordings as requested by attorney staff
- Operating various office machines and equipment, and filling in at the reception desk when needed
- Handling phone calls or in-person inquiries for attorneys as needed
- Scheduling and coordinating appointments/meetings for attorneys.

EDUCATION AND EXPERIENCE:

High School Diploma and three (3) years of clerical/administrative experience in the legal field, or two (2) years of college and one (1) year of clerical experience in the legal field is **required**. Paralegal certification and experience is **preferred**, as is prior experience in a law firm or indigent legal services office. Applicants should have maturity; the ability to work independently, but also in a team; excellent customer service skills and experience dealing with the public; and good organizational skills.

Applications will ONLY be accepted via e-mail, and should be sent to Annette Crutchfield, Administrative Services Manager, at PDApplicants@jns.nashville.org.

The Metropolitan Public Defender's Office is an Equal Opportunity Employer, and does not discriminate on the basis of age, race, sex, color, national origin, religion, or disability in admission to, access to, or operations of its programs, services, or activities.